

2-0671


21 August 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Procedures for Requesting and Reporting Security Clearances.

1. The attached memorandum finalizes the reporting procedures relative to security clearances.
2. These procedures cover the following major points:
  - a. Types of security clearances and cases to be reported.
  - b. Forms to be used including preparation and distribution.
  - c. "Cut-off" dates for the preparation of Monthly Statistical Reports.
  - d. Coordination processes of the Offices concerned.
3. Future reports regarding security clearances will therefore be meaningful and accurate.

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Acting Advisor for Management

Enclosure: Memorandum dated 8/16/51.